



KING COUNTY
SPECIAL PROJECTS MANAGER II
TERM-LIMITED TEMPORARY
DEPARTMENT OF NATURAL RESOURCES AND PARKS
PARKS AND RECREATION DIVISION
Annual Salary Range: \$71,376 – \$90,473
Job Announcement: 04PB4821
OPEN: 1/3/05 CLOSE: Open until Filled

WHO MAY APPLY: This term-limited temporary position is open to all qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: Patty Birkenfeld, HR Analyst, Parks and Recreation Division, Department of Natural Resources and Parks (DNRP), Marymoor Regional Park Office, PO Box 3517 Redmond, WA 98073-3517. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Bobbi Wallace, Manager, Parks Resource Section, at (206) 296-4248 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed. Applicant review will begin 1/3/2005.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), resume, and letter of interest detailing your background and describing how you meet or exceed the requirements are required for this position.

WORK LOCATION: King Street Center, 201 South Jackson St. Seattle, WA

WORK SCHEDULE: This position is grant funded until the October 1, 2005, with a possibility to extend through the end of 2005 if other funds become available. This Term Limited Temporary position is exempt from the Fair Labor Standards Act and is not eligible for overtime pay. The work schedule is normally Monday through Friday; 8:30 a.m. to 5:30 p.m.

PRIMARY JOB DUTIES INCLUDE: The Department of Natural Resources and Parks has received two grants for two specific projects that support our ability to fulfill our emergency response and recovery responsibilities in the event of a chemical, biological, radiological or nuclear event. The first project is to develop a Mass Care Radiological Response Plan for our Parks and Recreation Division, which is responsible for providing emergency sheltering for the region. The plan will specifically address the provision of safe mass care during and after a radiological event. This first project will begin upon hire and must be completed by June 1, 2005. The second project is to develop a business continuity plan to ensure that the department director's office, which is the administrative center of the department can maintain functioning during and after a chemical, biological, radiological or nuclear event. This plan will specifically address technology and space logistical requirements as well as essential staffing levels.

PRIMARY DELIVERABLES:

1. Radiological Testing procedures, processes, training curriculum and training manuals and other tools for Mass Care Shelter Sites.
2. Department Director's Office Weapons of Mass Destruction Emergency Response and Recovery Plan to include designation of essential functions and staff for all DNRP Divisions and workgroups, and to include business continuity elements addressing alternative primary worksites, transportation alternatives, and security/accessibility of computer systems and data.

QUALIFICATIONS:

1. Four-year degree or equivalent. Experience may substitute for education.
2. Demonstrated experience in emergency response and/or recovery plan development.
3. Demonstrated experience in project management, planning, or developing and administering training programs or other educational tools.
4. Demonstrated ability to prepare and present materials in a variety of settings to diverse audiences, using multi-media.
5. Demonstrated ability in performing research to gather and prepare information for review and decision making purposes.
6. Excellent customer service skills including effective listening and problem-solving and ability to deal courteously, professionally and tactfully with members of other agencies and the public.
7. Demonstrated ability to prepare reports and documents in a clear, concise and accurate manner.
8. Demonstrated ability in developing and maintaining effective working relationships with others, including working effectively as a member of a team and with diverse populations.
9. Demonstrated ability to independently prioritize workload, work under pressure with tight timelines and changing priorities, and simultaneously work on multiple assignments.
10. Demonstrated initiative and accountability skills for work product or service.
11. Excellent verbal and written communication skills and ability to follow oral and written instruction.
12. Demonstrated ability to use a computer, including use of Windows-based software including Microsoft Excel and Word.
13. **Preferred:** Experience with radiological testing equipment or similar detection devices and technologies.

NECESSARY SPECIAL REQUIREMENTS: Possess Washington State driver's license and successfully complete a police background check.

CLASS CODE: 8646 SEQUENCE NO.: 0003